

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:    TRAINING SPECIALIST IV -  
                              Victim Services

SALARY GROUP:     B19

DEPARTMENT:        Victim Services Division

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, a Behavioral Science, Education, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning teaching, training, or staff development experience.
3. Victim services experience preferred.
4. Experience in conducting or developing training programs preferred.
5. Experience in the development or delivery of web-based or online training programs preferred.
6. Experience with Adobe Captivate and Connect preferred.
7. Experience in writing or administering governmental grants preferred.

**B. Knowledge and Skills**

1. Knowledge of training methods, procedures, and techniques.
2. Knowledge of group process, group dynamics, and interpersonal relations.
3. Knowledge of education principles, practices, and techniques.
4. Knowledge of instructional design and curriculum development.
5. Knowledge of applicable state and federal laws, rules, regulations, and statutes affecting victim rights.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.

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8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill in public address.
12. Skill to monitor and make recommendations regarding training opportunities for the department.
13. Skill to assess training needs and formulate learning objectives.
14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
15. Skill to develop and evaluate training objectives, requirements, and effectiveness of delivery.
16. Skill to organize, assign, and review the work of others.
17. Skill in the use of Microsoft Office Suite and Adobe or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.